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# **Electronic Funds Transfer Information Guide**



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## **Introduction**

The purpose of this Electronic Funds Transfer Information Guide is to provide holders of unclaimed property with the information needed to successfully remit unclaimed property by means of the electronic funds transfer process.

## **Background**

Electronic funds transfer (EFT) has been used for many years. Direct deposit of social security payments and employees' wages are commonly made through EFT, and many businesses use EFT to pay their suppliers for goods and services.

Electronic funds transfer is superior in several areas: (1) it reduces manual paper processing, (2) it enables a faster response to inquiries regarding the status of the remittance, and (3) it reduces check-processing, postage and reconciliation costs.

In 1996, Senate Bill 2014 (Chapter 762, Stats. 1996) authorized the State Controller's Office to implement EFT in its collection of unclaimed property in the form of cash. This includes, but is not limited to, unclaimed savings accounts, checking accounts, money orders, traveler's checks, cashier/certified checks, Christmas club accounts, cash dividends, securities exchanged for cash, and credit balances. (For detailed information, refer to the Property Type Code Table in the California Holder Reporting Instructions.) Property remitted pursuant to California Code of Civil Procedure, (CCP)Section 1516(b) (Securities), is not covered by this statute.

## **Program Participation**

### **Mandatory Participation**

CCP Section 1532(a) requires that holders of unclaimed property must remit cash property by EFT if the amount is \$20,000 or greater. Holders are required to complete Form SCO-EFT-1, Authorization Agreement for Electronic Fund Transfer (Exhibit 1) or SCO EFT-3 Registration for Remittance by Fedwire (Exhibit 3).

Holders who are required to remit via EFT and fail to do so may be subject to a penalty for failure to comply pursuant to CCP Section 1532(g).

### **Voluntary Participation**

The State Controller's Office encourages holders who remit less than \$20,000 to voluntarily participate in EFT in order to benefit from this

more efficient method of remitting unclaimed property. You may take advantage of this cost-saving method by completing Form SCO-EFT-1, Authorization Agreement for Electronic Fund Transfer (Exhibit 1) or SCO EFT-3 Registration for Remittance by Fedwire (Exhibit 3).

### ***Mandatory Remitters Represented by Agents***

If you meet the mandatory requirement for paying by EFT (i.e., unclaimed property to be remitted of \$20,000 or more) and are represented by a reporting agent or accounting firm, you are responsible for informing the agent or firm that you are required to remit your unclaimed property by EFT. Using a remittance option other than EFT puts you at risk of receiving a two-percent non-compliance penalty pursuant to CCP Section 1532(a).

### ***Remittance Options***

There are four reporting methods for making EFT remittances:

1. Automated Clearinghouse (ACH) Debit
2. Automated Clearinghouse (ACH) Credit
3. Fedwire
4. International Funds Transfer

ACH Debit and ACH Credit transactions are processed through the National Automated Clearing House Association.

### ***Unclaimed Property Report Requirements***

Whether you choose the ACH Debit, ACH Credit, Fedwire or International Funds Transfer method of remittance, you must continue to file your unclaimed property report on a timely basis. Legislative changes enacted under Senate Bill 86 are now in effect and changed the dates remittances are due for Unclaimed Property. Holders are required to remit all remaining abandoned property with the remit reports due to the SCO from June 1 through June 15, and from December 1 through December 15, for life insurance companies.

### ***How to Register***

To register for the EFT program, you must complete and return Form SCO-EFT-1, Authorization Agreement for Electronic Funds Transfer (Exhibit 1), which can be obtained by accessing the Internet, at [www.sco.ca.gov](http://www.sco.ca.gov), or calling the Unclaimed Property Division's EFT Unit, at (916) 464-6220.

You must also use the authorization form to indicate the remittance option you select.

If you are registering for the ACH Debit option, complete Sections I and II on form SCO-EFT-1. Sign in the signature block, and attach a voided check to the form. Your check will verify your financial institution's routing/transit number and your account number. This information is established in a database with the State's data collection service, whereby you can originate the transfer of funds through the ACH network by voice operator or touch-tone telephone. If you are registering for the ACH Credit option, complete Sections I and III on form SCO-EFT-1 and sign in the signature block. Return the Authorization Agreement to the EFT Unit. After the EFT Unit has received and reviewed the completed agreement, you will be sent a copy, confirming your EFT start date and the method of remittance.

Note: If you select the ACH Debit option when you register for EFT, please refer to Appendix A section of this guide.

In order to remit by Fedwire or International Funds Transfer, the following conditions must be met:

- The remitter must have specific, prior approval from the Controller's Office;
- A situation must exist that prevents remittance via ACH Debit or ACH Credit; and
- The remitter is willing to bear all costs.



## **ACH Debit Remittances**

When the ACH Debit option is used to remit unclaimed property, there is an electronic debit of an account you control in an ACH-participating financial institution for the amount you report to the State's data collection service.

For an ACH Debit transaction, you notify the State of California, not your financial institution. The State, through its bank and data collector, initiates the transaction through the ACH network to debit your account and credit the State's account for the same amount.

You contact the State's data collector using the toll-free telephone number, (800) 554-7500, and provide the required information. The data collector then initiates the transaction through the State's bank into the ACH system. The data collector supplies all the information obtained in the telephone call, so the Controller's Office may update its records.

### **Cost**

Banking costs that you incur for the ACH Debit transaction are paid by the State.

### **Security Code**

When you complete the Authorization Agreement, you must provide your bank routing number and the specific account you want debited in order to remit your unclaimed property. This information is transmitted to the State's data collection service. Upon initial receipt of your authorization, the State's data collector will enter a generic code in the security code field. When you initiate your first remittance, you must call the data collection service to establish a four-digit numeric security code of your choice. This will be your security code when reporting each remittance thereafter.

You may change your security code at any time. If you lose or forget your security code, contact the Unclaimed Property Division's EFT Unit at (916) 464-6220 for assistance. Be prepared to provide validation information. Upon satisfactory validation, the EFT Unit will contact the data collector and re-authorize your security code. The registration process takes approximately 10 days. If there is a problem you will be notified.

### **Pre-notification Test**

Upon completion of the registration for EFT, the State Controller's Office, in cooperation with the data collection service, may conduct a pre-notification test to validate your routing/transit number and bank account number. This test uses a zero-dollar amount and is made at least 10 days prior to initiation of your first EFT remittance.

## **Communication Method**

You can choose one of the following methods to contact the data collection service. If you choose a method other than telephone, please contact the EFT Unit at (916) 464-6220. You will be sent specific requirements and detailed instructions upon acceptance of your Authorization Agreement for Electronic Funds Transfer form.

- Voice Operator
- Touch-tone Telephone

## **Reporting an ACH Debit Remittance**

To report an ACH Debit remittance, call the State's data collection service at (800) 554-7500. (For calling instructions and sample scripts of communication between you and the data collector, see pages 17-19.)

When you call the data collection service, you will be asked to provide the following information:

1. EFT- Federal Employer Identification Number
2. Security Code
3. Branch Identification Number
4. Unclaimed Property Holder Type Code
5. Unclaimed Property Remittance Type Code
6. Remittance Amount
7. Total Amount Remitted
8. Verification Code

**1. EFT Federal Employer Identification Number (FEIN)** - This nine-digit number is the same federal employer identification number that is required on the annual unclaimed property report form (UFS-1, see Exhibits section). Do not use your state identification number. You will use the federal number for your electronic funds transfer. This EFT-FEIN, along with the branch number, will direct your remittance to the proper account, established in the EFT data file.

**2. Security Code** - This is a four-digit number. After you have registered to make ACH Debit payments, you will receive a temporary generic security code. However, before you report your first remittance, you must call the data collection service and change the generic security code to a code of your choice. This is to ensure that outside parties do not have access to your security code. Thereafter, you will use the new code when reporting your remittances. You may change your security code at any time. If you lose or forget it, you must call the EFT Unit for assistance.

- 3. Branch Identification Number** - A holder of unclaimed property must supply a six-digit number that will be used to further identify the holder. If a branch number is not available, one will be supplied by the Controller's Office for the exclusive purpose of remitting unclaimed property. Holders with the same FEIN and many branches (such as financial institutions) must remit electronically if the total remittance for the FEIN is equal to \$20,000 or greater. Holders may remit separate electronic remittances by FEIN and branch if the amount of the remittance for the branch is \$20,000 or greater.
- 4. Unclaimed Property Holder Type Code** - This is a two-digit number used to identify the type of holder that is remitting unclaimed property. The following codes are used by the State Controller's Office:

- 01 Banks
- 02 Savings and Loan Associations
- 03 Credit Unions
- 04 Brokerage Firms
- 05 Business Associations
- 06 State Agencies
- 07 Cities and Counties
- 08 Life Insurance Companies
- 09 All Other Insurance Companies
- 10 Transfer Agents

A transfer agent should use code 10 when remitting on behalf of its principals, not when remitting on its own behalf. A transfer agent reporting unclaimed property for principals must provide an alphabetical summary of all holders and the amount remitted for each. This form should be attached to Form UFS-1, to ensure that each principal's account is recorded accurately.

- 5. Unclaimed Property Remittance Type Code** - This is a two-digit number used to identify the type of remittance:
- 20 Unclaimed Property - Use code 20 to remit unclaimed property that is due during the May or November reporting period.
  - 21 Mutual Fund Sales - Use code 21 to remit the proceeds from the sale of mutual funds.
  - 22 Stock Sales - Use code 22 to remit the proceeds from the sale of stock and closed-end mutual funds. Sale proceeds must be remitted electronically, regardless of the amount.
  - 23 Corporate Actions - Use code 23 to remit the proceeds from corporate actions that result in a cash remittance, such as redemptions, mergers, calls, and fractional share proceeds.
  - 24 Estimated Remittance - Use code 24 to remit an estimated remittance. If a holder is unable to determine the exact amount of the unclaimed property remittance, an estimated remittance may be made. When the final amount of unclaimed property is remitted, an

- unclaimed property report must be filed for the final total. If the estimated amount is greater than the actual amount of unclaimed property, the holder will be reimbursed for the overpayment.
- 25 Cash Earnings on Securities - Use code 25 to remit the proceeds from earnings on positions held in the name of the State Controller, such as dividends and interest.
  - 26 CCP Section 1532(e) Penalty - Use code 26 to remit the amount assessed if the holder has failed to remit electronically when required to do so, according to Section 1532(e).
  - 27 CCP Section 1576 Refusal Penalty - Use code 27 to remit the amount assessed, pursuant to CCP Section 1576, for any person who willfully fails to render any report or perform other duties, including use of the report format described in Section 1530.
  - 28 Unclaimed Property Audit - The Division of Audits of the State Controller's Office reviews the records of holders of unclaimed property to determine compliance with CCP Section 1500, et seq. Use code 28 when remitting the principal amount as determined by the audit.
  - 29 CCP Section 1577 Audit - When the Division of Audits of the State Controller's Office finds property that should have been reported in prior years, the holder is liable for CCP Section 1577 interest. Use code 29 when remitting the interest as determined by the audit.
  - 30 CCP Section 1577 Assessment - Any person who fails to report or pay or deliver unclaimed property within the time prescribed is liable for interest at the rate of 12 percent per annum on such property or the value of the property from the date the property should have been paid or delivered. Use code 30 when remitting the interest assessment.
  - 31 Auction Proceeds - Use code 31 to remit the proceeds from auctions held by the State Controller's Office for the sale of tangible property found in safe deposit boxes.
  - 32 SCO Audit Agent - Use code 32 to remit funds identified as a result of a review of a holder's records by the audit agent.

Not more than three Unclaimed Property Remittance Type Codes may be combined on a single remittance. For example, if there is unclaimed property and a penalty (Section 1532(e), 1576, or 1577) that is due, both of these amounts may be remitted on a single EFT remittance. Three Unclaimed Property Remittance Type Codes are the maximum that can be included on a

single remittance. A holder must remit electronically if the mandatory threshold of \$20,000 has been reached for unclaimed cash properties.

All EFT remittances for Unclaimed Property Remittance Type Code 20 must be accompanied by an unclaimed property report (paper or diskette). Effective with the November 1999 reporting period, holders reporting 50 accounts or more are required to report on electronic format authorized by SCO. For information refer to web site or contact the Report Unit at (916) 464-6284. All other types of remittances must be accompanied by appropriate accounting documentation that will enable the Controller's Office to correctly allocate remittances and credit the holder's account.

6. **Remittance Amount** - This is the amount, in dollars and cents, being remitted for each Unclaimed Property Remittance Type Code. If you use a touch-tone telephone to make a debit remittance, you must enter two zeroes for the cents. For example, \$56,318.00 would be entered as 5631800.
7. **Total Amount Remitted** - This is the total unclaimed property remittance. The amount can equal the remittance amount if a remittance is being made for only *one* Unclaimed Property Remittance Type Code. If the total remittance includes more than one Unclaimed Property Remittance Type Code amount, the holder must enter the sum of the remittance types.
8. **Verification Code** - This two-digit number is calculated based on the total amount being paid. The verification code helps to ensure that information has been entered correctly.

The verification code is a sum of the digits and the number of digits in your remittance amount. For example, if your remittance is \$56,318.00, your verification code is calculated as follows:

The sum of the digits:	$5+6+3+1+8+0+0$	$= 23$
The number of digits:	5,6,3,1,8,0,0	$= 7$
Verification Code		$= 30$

Your number and the system's number must match for the transaction to continue, and the transfer of funds to be completed. Keep this number for your records.

## Reference Number

After you have reported your remittance, you will be provided a reference number, which indicates that an EFT remittance has been made. Keep this reference number for your records. *The number must be entered on Form UFS-1 (Exhibit 2) where indicated and must accompany your unclaimed property report.*

## **When to Report a Remittance**

For an electronic unclaimed property remittance to be timely, the transferred funds must settle in the State Controller's Office bank account by the first banking day following the due date. It is the responsibility of the holder to ensure that this deadline is met. You should call the data collection service on or before the due date to ensure timely remittance.

You may call the data collection service at any time to report your remittance. The service is available 24 hours a day, 365 days a year. Calls that are completed by 3:00 p.m. Pacific Time will result in the funds settling into the State Controller's bank account the next banking day. If you call on the due date, you must allow enough time to complete your call by 3:00 p.m. Pacific Time. Otherwise, your remittance will not be initiated until the next banking day and will not settle until the following day—and thus will be late.

## **Cancellations, Inquiries and Changes**

You may cancel a reported transaction if you call the data collection service voice operator before 3:00 p.m. Pacific Time the same day the transaction is reported. An inquiry can be made up to 60 days after the remittance. To make a change to any portion of your transaction, you must cancel the original remittance entirely and begin a new transaction.

## **Voice Operator Assistance**

The voice operator will be able to provide you with assistance in successfully executing a remittance, inquiry, cancellation, or computing your verification code. The operator cannot assist you, for example, in obtaining a Federal Employer Identification Number or determining the correct Unclaimed Property Holder Type Code. For assistance in these and similar areas, call the EFT Unit.

## **State Controller's Bank and Numbers**

Bank: Union Bank  
Sacramento Main  
Government Services  
700 "L" Street  
Sacramento, CA 95814

Account Number:  
Routing Number:  
FEIN: 68-0322976

NOTE: Bank account and routing numbers can be obtained by calling the Unclaimed Property Division, EFT Unit at (916) 464-6220. You may be asked to verify specific information regarding your EFT Authorization/Registration.

## **ACH Credit Remittances**

With the ACH Credit method, you transfer funds by instructing your financial institution to debit your account and credit the State Controller's bank account.

In the ACH Credit process, the holder contacts its financial institution and specifies the amount of the remittance, State Controller's bank and account number, and the date the transaction is to be finalized. The holder must also provide the same information that is required for an ACH Debit remittance. This information can be transmitted to the financial organization via paper, computer tape, disk or diskette, or direct computer communication.

The ACH Credit process results in a debit to the holder's account and a credit to the State Controller's account.

### **Cost**

You must pay any set-up costs charged by your financial institution for each ACH Credit transaction initiated. Some financial institutions also charge monthly fees.

### **Record Format Requirement**

Your financial institution will debit your account and credit the State Controller's bank account through the automated clearing house network. In order to remit your unclaimed property correctly, your financial institution must originate your remittance using the Cash Concentration or Disbursement plus Tax Payment Addendum (CCD+/TXP) format. This is the standard format that has been adopted for tax payments by the National Automated Clearing House Association (NACHA) and endorsed by the Federation of Tax Administrators.

*Before selecting the ACH Credit method, check with your financial institution to confirm that it can originate an ACH Credit transaction in the required record format.*

### **Reporting an ACH Credit Remittance**

Since your financial institution will originate your remittance, you should contact it for specific procedures to follow. At the time you contact your financial institution to report your remittance, you must provide it with the filing information required to complete the ACH CCD+/TXP records.

The free form portion of the TXP Addenda Record, which is completed by your financial institution, must be *precisely* structured as shown in the TXP Addenda Convention Layout provided in the Appendix A section.

NOTE: *You should allow at least three weeks for your financial institution to prepare your account for filing by EFT. Your bank will provide you with instructions and/or software that are needed before you can initiate ACH credit transactions.*

If you are making payments to more than one State of California department, it is important to note that each State department has its own bank account number and requests different information for the "free form area" of the TXP Addenda Record. Although the actual addenda format for each department may look similar, the information requested is different.

To be timely, your remittance must settle in the State Controller's Office bank account by the first banking day following the due date. Check with your financial institution to determine when you should originate your remittance so that this deadline is met.

You should also check with your financial institution to ensure that it is open for business the day you plan to originate your remittance.

## **Corrections**

If you use the ACH credit method and discover that you have reported erroneous information, you must contact your financial institution for assistance.

## **Pre-notification Test**

It is strongly recommended that your financial institution conduct a pre-notification test to validate the State Controller's Office routing/transit number and bank account number. This test uses a zero-dollar amount and should be made *at least 30 days prior to origination of your actual EFT payment.*

## **Filing Your Unclaimed Property Report**

Although you are remitting unclaimed property electronically, you must still file an unclaimed property report in a timely manner. Refer to the Holder Reporting Instructions for information on filing requirements.

Before filing your unclaimed property report, attach to Form UFS-1 a copy of the remitting instructions you provided your financial institution, or some other evidence of remittance, to enable the Bureau of Unclaimed Property to establish a relationship between your electronic remittance and your unclaimed property report.



## ***Other Remittance Options***

### ***Fedwire***

With Fedwire, the transaction is originated by the holder and utilizes the national electronic payment system to transfer funds through federal reserve banks. The holder debits its own bank account and credits the State Controller's bank account.

### ***International Funds Transfer***

International Funds Transfer refers to any transaction originated by the holder and utilizing the international electronic payment system to transfer funds. The holder debits its own bank account and credits the funds to a United States bank that credits the State's bank account. To obtain approval to remit using this method, you must complete and return Form SCO-EFT-1, Authorization Agreement for Electronic Funds Transfer.

### ***Cost***

Costs charged to the holder and the State for Fedwire and International Funds Transfer must be paid by the originator of the transaction.

### ***Authorization to Remit***

Remittance may be made by Fedwire only if prior approval is obtained from the State Controller and the holder is unable, for reasonable cause, to remit unclaimed property through either ACH Debit or ACH Credit. To obtain approval to remit using this method, contact the EFT Unit at (916) 464-6220 and request Form SCO-EFT-3, Registration for Remittance by Fedwire (see Exhibits section).

### ***Reporting a Remittance***

Since your financial institution will originate a Fedwire or International Funds Transfer remittance, you should contact your financial institution for specific instructions.

To be timely, your remittance must settle in the State Controller's Office bank account by the first banking day following the due date. Check with your financial institution to determine when you should originate your remittance so that this deadline is met.

You should also check with your financial institution to ensure that it is open for business the day you plan to originate your remittance.

## ***Corrections***

If you use the Fedwire or International Funds Transfer method and discover that you have remitted erroneous information, you must contact your financial institution for assistance. If the funds have already been credited to the State Controller's account, you must submit a Holder's Claim for Reimbursement form (see Exhibits section).

## ***Filing Your Unclaimed Property Report***

Although you are remitting unclaimed property electronically, you must still file an unclaimed property report in a timely manner. Refer to the Holder Reporting Instructions for information on filing requirements.

Before filing your unclaimed property report, attach to Form UFS-1 a copy of the remitting instructions you provided your financial institution, or some other evidence of remittance, to enable the Unclaimed Property Division to establish a relationship between your electronic remittance and your unclaimed property report.

## **General Information**

### **Amended Unclaimed Property Reports**

Remittances that apply to amended unclaimed property reports must be made through EFT if the original remittance was electronically transmitted.

### **Revising the Authorization Agreement**

You must make your request in writing, using Form SCO EFT-1, to:

- Change remittance option (from ACH Credit to ACH Debit, or ACH Debit to ACH Credit);
- Change financial institution (ACH Debit);
- Change your checking or savings account (ACH Debit); or
- Change your address and EFT contact person and/or telephone number.

If you wish to change your bank account number (ACH Debit only) or your remittance option, please contact the Unclaimed Property Division's EFT Unit, at (916) 464-6220. Changes must be reported to the State Controller's Office at least 30 days prior to your next remittance due date. A new Authorization Agreement for Electronic Funds Transfer, Form SCO-EFT-1, must be completed when you make a change. Check the box labeled "Change EFT Remittance Method," "Change Bank Account," or "Change in EFT Contact Person or Phone Number."

### **Emergencies**

If there is a problem with making an ACH Debit remittance, contact the Unclaimed Property Division's EFT Unit, at (916) 464-6220. If there is a problem with an ACH Credit remittance, contact your financial institution.

### **EFT Interest and Penalty Payments**

If your unclaimed property remittance is \$20,000 or greater, you must remit through EFT. Electronic fund transfers are subject to the same penalties and interest provisions currently required by the Unclaimed Property Law.

The following information relates to penalty and interest charges that apply to electronic fund transfers:

- Failure to Remit Electronically - You are required to remit electronically if your unclaimed property is \$20,000 or greater. Failure

to do so may result in a two-percent penalty, pursuant to CCP Section 1532(e).

- Late EFT Payment - If your EFT payment is not timely, you will be assessed CCP Section 1577 interest on the amount due.
- Failure to File an Unclaimed Property Report - You may be assessed a CCP Section 1576 penalty for failure to file an unclaimed property report in the State Controller's format.

Section 1532(e) penalty charges may be waived under limited circumstances, subject to the State Controller's approval.

## Refunds

Controller's Office refunds are *not* issued through electronic funds transfer.

## Reporting Due Dates

Under EFT, reporting a remittance is considered timely if the transferred funds settle into the State Controller's Office bank account by the first banking day following the due date.

Consequently, you need to determine the date when you must initiate your remittance so that it will settle in the State Controller's bank account on time. When you should call to report your remittance depends on the remittance method you have selected.

Holders using the ACH Credit method are reminded to check with their financial institution regarding its requirements for timely payments. Some financial institutions require a 24-hour lead time.

## Weekends and Holidays

If a due date falls on a weekend or holiday (national or State of California), it will move to the next business day. For example, if the due date of April 30 falls on a Saturday, the due date becomes Monday, May 2.

The following holidays are recognized by the State of California:

New Year's Day	January 1
Martin L. King Jr. Day	Third Monday in January
Lincoln's Birthday	February 12
President's Day	Third Monday in February
Cesar Chavez Day	March 31
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas	December 25

All of the holidays listed above are recognized by the U.S. Federal Reserve System, except for Lincoln's Birthday and the day after Thanksgiving.

### ***Tracing an EFT Remittance***

On occasion, it may be necessary to trace an unclaimed property remittance to establish that a remittance was made and reported to the data collection service (ACH Debit) or was originated by a financial institution (ACH Credit, Fedwire, or International Funds Transfer).

If you are using the ACH Debit method, the data collection service will provide you with a reference number. This number indicates the date you reported your remittance and enables the State Controller's bank to trace your transaction.

If you use the ACH Credit method, Fedwire or International Funds Transfer, you will be responsible for obtaining the necessary information to trace the remittance. Contact your financial institution for documentation of the actual transfer of funds.

If any other problem arises, contact the Unclaimed Property Division's EFT Unit, at (916) 464-6220, for assistance.

### ***Zero Amount Due***

If you have no unclaimed property to report, you do not need to report a zero remittance through EFT.

# ACH Debit Calling Instructions

## Reporting a Remittance

The following is a sample script of an ACH Debit remittance reported through a touch-tone telephone. With touch-tone reporting, the caller must press the pound sign (#) after each entry.

**Step 1:** You will be welcomed to the California EFT system and given directions based on whether you are calling from a touch-tone or a rotary phone.

**Step 2:** It will be necessary to press the pound sign (#) after each entry you make and after the system repeats your entry. If what you entered or what you hear is *not* correct, you need to press the star key (\*). The system will allow you to reenter the information. If at any time you wish to speak to an operator, press the star key (\*) three times.

**Step 3:** You will be instructed to press "6" for the State Controller's Office. If a mistake is made, the system will advise you as to the type of error and how to reenter your request.

**Step 4:** The system will provide the following function options:

- To make a remittance, press "1."
- To perform a cancellation or inquiry, press "2."
- To change your Security Code, press "3."

Note: If you are a first-time caller, you do not need to select option "3"; the system will automatically prompt you to establish the security code of your choice.

**Step 5:**

System: You will be instructed to enter your nine-digit Federal Employer Identification Number.

Caller: Enter your nine-digit Federal Employer Identification Number and press #.

**Step 6:**

System: The system will repeat your Federal Employer Identification Number.

Caller: Press # to accept or \* to correct and reenter.

**Step 7:**

System: You will be instructed to enter your Security Code.

Caller: Enter your Security Code and press #.

**Step 8:**

System: You will be instructed to enter your six-digit Branch Identification Number authorized by the State Controller.

Caller: Enter the six-digit Branch Identification Number and press #.

**Step 9:**

System: You will be instructed to enter your two-digit Unclaimed Property Holder Type Code.

Caller: Enter the two-digit number (for codes 1-9, enter a zero first) and press #.

**Step 10:**

System: You will be instructed to enter your two-digit Unclaimed Property Remittance Type Code.

Caller: Enter the two-digit number and press #.

**Step 11:**

System: You will be instructed to enter the remittance amount for the Unclaimed Property Remittance Type Code you entered in step 10.

Caller: Enter the remittance amount and press # to accept or \* to correct and reenter.

**Step 12:**

System: If you wish to enter another Unclaimed Property Remittance Type Code, you will be instructed to press “1”. If you press “1”, the system will take you back to step 10, where you may add up to two more remittances for other types of unclaimed property. If you do not have another type of remittance to enter, you will be instructed to press “2”. If you press “2”, the system will take you to step 13.

Caller: Press “1” or “2” and then press #.

**Step 13:**

System: You will be instructed to enter the total amount of your remittance.

Caller: Enter the total amount of the remittance and press # to accept or \* to correct and reenter.

**Step 14:**

System: You will be instructed to enter your Verification Code.

Caller: Enter your Verification Code and press #.

**Step 15:**

System: “Payment accepted. Your Reference Number is - - - - -. Repeating, your Reference Number is - - - - -.” Please record this number for your records and, if you are remitting Unclaimed Property Remittance Code 20, enter the number on Form UFS-1 where indicated. If you are remitting any other type of unclaimed property, enter the Reference Number on the accounting report that accompanies the remittance.

**Step 16:**

System: You will be instructed to press “1” to disconnect or “2” to continue with additional functions.

***Inquiry***

If you have an inquiry regarding an EFT remittance, you should call the State’s data collector at (800) 554-7500 within 60 days from the date of the remittance. In order to expedite the research, you should be able to provide the Reference Number from the original remittance. The voice operator will provide on-line access to the system, using the following information supplied by the caller:

- Federal Employer Identification Number
- Security Code
- Branch Identification Number
- Unclaimed Property Holder Type Code
- Unclaimed Property Remittance Type Code
- Reference Number



Inquiries regarding an EFT remittance made more than 60 days after the remittance should be directed to the Unclaimed Property Division's EFT Unit at (916) 464-6220.

## **Cancellation**

The holder may cancel a remittance until the daily cut-off time of 3:00 p.m. Pacific Time on the day the remittance is made. If you wish to cancel a remittance, you should call the State's data collector at (800) 554-7500. In order to expedite the cancellation, you should be able to provide the Reference Number from the original remittance. The voice operator will provide on-line access to the system, using the following information supplied by the caller:

- Federal Employer Identification Number
- Security Code
- Branch Identification Number
- Unclaimed Property Holder Type Code
- Unclaimed Property Remittance Type Code
- Reference Number

After the remittance has been cancelled, the system will provide a cancellation reference number. This number should be retained for your records.

# ACH Credit Instructions

Your financial institution can tell you if any special equipment is required to remit unclaimed property.

ACH Credit transactions must be transmitted in the NACHA-approved Cash Concentration or Disbursement Plus Tax Payment Addenda (CCD+/TXP) format. Each format has technical information needed by your financial institution and the State to process your ACH Credit remittance. If you choose the ACH Credit option, please give your financial institution a copy of Appendices at section A, pages 28 through 30.

## **Before Initiating Payment**

The TXP Addendum Convention record represents the layout of the information your financial institution will transmit with your unclaimed property remittance. The information below will assist you in providing your financial institution everything needed to complete the record.

## **Amount Type**

This is a one-digit field, and the value will always be "u" (unclaimed property).

## **Remittance Information**

Your ACH Credit remittance must include the following information entered in the order displayed below:

- **EFT Federal Employer Identification Number (FEIN)** - This nine-digit number is the same federal employer identification number that is required on the annual unclaimed property report form (UFS-1). Do not use your state identification number. You will use the federal number for your electronic funds transfer. This EFT-FEIN, along with the branch number, will direct your remittance to the proper account, established in the EFT data file.
- **Branch Identification Number** - A holder of unclaimed property must supply a six-digit number that will be used to further identify the holder. If a branch number is not available, one will be supplied by the Controller's Office for the exclusive purpose of remitting unclaimed property. Holders with the same FEIN and many branches (such as financial institutions) must remit electronically if the total remittance for the FEIN is equal to \$20,000 or greater. Holders may remit

separate electronic remittances by FEIN and branch if the amount of the remittance for the branch is \$20,000 or greater.

- **Unclaimed Property Holder Type Code** - This is a two-digit number used to identify the type of holder that is remitting unclaimed property. The following codes are used by the State Controller's Office:

- 01 Banks
- 02 Savings and Loan Associations
- 03 Credit Unions
- 04 Brokerage Firms
- 05 Business Associations
- 06 State Agencies
- 07 Cities and Counties
- 08 Life Insurance Companies
- 09 All Other Insurance Companies
- 10 Transfer Agents

A transfer agent should use code 10 when remitting on behalf of its principals, not when remitting on its own behalf. A transfer agent reporting unclaimed property for principals must provide an alphabetical summary of all holders and the amount remitted for each. This form should be attached to Form UFS-1, to ensure that each principal's account is recorded accurately.

- **Unclaimed Property Remittance Type Code** - This is a two-digit number used to identify the type of remittance:

- 20 Unclaimed Property - Use code 20 to remit unclaimed property that is due during the May or November reporting period.
- 21 Mutual Fund Sales - Use code 21 to remit the proceeds from the sale of mutual funds.
- 22 Stock Sales - Use code 22 to remit the proceeds from the sale of stock and closed-end mutual funds. Sale proceeds must be remitted electronically, regardless of the amount.
- 23 Corporate Actions - Use code 23 to remit the proceeds from corporate actions that result in a cash remittance, such as redemptions, mergers, calls, and fractional share proceeds.
- 24 Estimated Remittance - Use code 24 to remit an estimated remittance. If a holder is unable to determine the exact amount of the unclaimed property remittance, an estimated remittance may be made. When the final amount of unclaimed property is remitted, an unclaimed property report must be filed for the final total. If the estimated amount is greater than the actual

amount of unclaimed property, the holder will be reimbursed for the overpayment.

- 25 Cash Earnings on Securities - Use code 25 to remit the proceeds from earnings on positions held in the name of the State Controller, such as dividends and interest.
- 26 CP Section 1532(e) Penalty - Use code 26 to remit the amount assessed if the holder has failed to remit electronically when required to do so, according to Section 1532(e).
- 27 CCP Section 1576 Refusal Penalty - Use code 27 to remit the amount assessed, pursuant to CCP Section 1576, for any person who willfully fails to render any report or perform other duties, including use of the report format described in Section 1530.
- 28 Unclaimed Property Audit - The Division of Audits of the State Controller's Office reviews the records of holders of unclaimed property to determine compliance with CCP Section 1500, et seq. Use code 28 when remitting the principal amount as determined by the audit.
- 29 CCP Section 1577 Audit - When the Division of Audits of the State Controller's Office finds property that should have been reported in prior years, the holder is liable for CCP Section 1577 interest. Use code 29 when remitting the interest as determined by the audit.
- 30 CCP Section 1577 Assessment - Any person who fails to report or pay or deliver unclaimed property within the time prescribed is liable for interest at the rate of 12 percent per annum on such property or the value of the property from the date the property should have been paid or delivered. Use code 30 when remitting the interest assessment.
- 31 Auction Proceeds - Use code 31 to remit the proceeds from auctions held by the State Controller's Office for the sale of tangible property found in safe deposit boxes.
- 32 SCO Audit Agent - Use code 32 to remit funds identified as a result of a review of a holder's records by the audit agent.

Three Unclaimed Property Remittance Type Codes may be combined on a single remittance. For example, if there is unclaimed property and a penalty (Section 1532(e), 1576, or 1577) that is due, both of these amounts may be remitted on a *single* EFT remittance. Three Unclaimed Property Remittance

Type Codes are the maximum that can be included on a single remittance. A holder must remit electronically if the mandatory threshold of \$20,000 has been reached, regardless of the remittance type.

All EFT remittances for Unclaimed Property Remittance Type Code 20 must be accompanied by an unclaimed property report (paper, diskette, or magnetic tape). Effective with the November 1999 reporting period, holders reporting 50 accounts or more are required to report on magnetic media. For information, contact the Report Unit at (916) 464-6284. All other types of remittances must be accompanied by appropriate accounting documentation that will enable the Controller's Office to correctly allocate remittances and credit the holder's account.

## ***Reference Number***

This field may or may not contain a value. Any data in this field is used to aid in the tracing of the remittance. ACH Credit remitters should assign a number to this field and keep it for their records.

If a number is assigned and you are remitting Unclaimed Property Remittance Code 20, enter the number on Form UFS-1 where indicated. If you are remitting any other types of unclaimed property, enter the Reference Number on the accounting report that accompanies the remittance.

## ***When to Report a Remittance***

For an electronic unclaimed property remittance to be timely, the transferred funds must settle in the State Controller's bank account by the first banking day following the due date. It is the responsibility of the remitter to ensure that this deadline is met. You should call the data collection service on or before the due date.

You may call the data collection service at any time to report your remittance. The service is available 24 hours a day, 365 days a year.

## ***NACHA Record Formats for CCD+Entries***

National Automated Clearing House Association record formats for CCD+ entries flow in the following order:

File Header Record

Company/Batch Header Record

Entry Detail Records

Addenda Record (Carries an 80-character free form Field)

Company/Batch Control Record

File Control Record

For more specific information on NACHA formats, specifications and definitions, you may refer to the NACHA rulebook. You may obtain a copy of the NACHA rulebook from your financial institution or from Western Payments Alliance at (415) 433-1230.

## **TECHNICAL SUPPORT**

### ***EFT Unit***

Thomas Balboa (916) 464-6025  
Deposits Accountability

Cheryl Wilson (916) 464-3430  
Accounting Administrator  
Bureau of Accounting and Special Operations

State Controller's Office  
Unclaimed Property Division  
P.O. Box 942850  
Sacramento, CA 94250-5873

### ***Data Collection Services***

(800) 554-7500

# **Appendix A**



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## CCD+Transaction Entry Detail Record

FIELD	DATA ELEMENT NAME	CONTENTS	LENGTH	POSITION
1	Record Type Code	"6"	1	01-01
2	Transaction Code	"22"	2	02-03
3	Receiving DFI Identification	"██████"	8	04-11
4	Check digit <sup>1</sup>	" "	1	12-12
6	Amount	\$\$\$\$\$\$cc	10	30-39
5	DFI Account Number <sup>2</sup>	██████████	17	13-29
7	Individual Identification Number <sup>3</sup>	Numeric	15	40-54
8	Individual Name	SCO-UCP	22	55-76
9	Discretionary Data	"00"	2	77-78
10	Addenda Record Indicator	"1"	1	79-79
11	Trace Number Indicator	Numeric	15	80-94

---

<sup>1</sup> Fields 3 and 4 contain the State Controller's Bank Routing Transit Number: \*See note below

Union Bank  
Sacramento Main  
Government Services  
700 "L" Street  
Sacramento, CA 95814

<sup>2</sup> Field 5 contains the State Controller's Bank Account Number : \*See note below

<sup>3</sup> Field 7 contains State Controller's nine-digit Federal Employer Identification number: 68-0322976.

**\* NOTE: Bank account and routing numbers can be obtained by calling the Unclaimed Property Division, EFT Unit at (916) 464-6220. You may be asked to verify specific information regarding your EFT Authorization/Registration.**

## Tax Payment (TXP) Addendum

## ACH CCD+Format

Field Name		Data			
Field	Data Elements	Field	Element	Min/Max	
Number	& Separators	Requirements	Type	Use	Contents
	Record Type Code	M	N	1	"7"
	Addenda Type Code	M	N	2	"05"
	Segment Identifier	M		3	TXP
	<i>Separator</i>			1	*
TXPO1	Amount Type			1	U
	<i>Separator</i>			1	*
TXPO2	FEIN	M	N	S	NUMERIC
	<i>Separator</i>			1	*
TXPO3	BRANCH	M	N	6	M
	<i>Separator</i>			1	*
TXPO4	Remitter Type Code	M	N	2	XX
	<i>Separator</i>			1	*
TXP05	Remittance Type Code	M	N	2	XX
	<i>Separator</i>			1	*
TXP06	Remittance Amount	M	N	1-10	\$\$\$\$\$\$\$\$cc
	<i>Separator</i>			1	*
TXP07	Remittance Type Code	M	N	2	XX
	<i>Separator</i>			1	*
TXP08	Remittance Amount	M	N	1-10	\$\$\$\$\$\$\$\$cc
	<i>Separator</i>			1	*
TXP09	Remittance Type Code	M	N	2	XX
	<i>Separator</i>			1	*
TXP10	Remittance Amount	M	N	1-10	\$\$\$\$\$\$\$\$cc
	<i>Separator</i>			1	*
TXP11	Reference Number	M	N	5	XXXXX
	Terminator	M		1	\
	Filler			44-47	
	Special Addenda Seq-Number			4	1
	Entry-Detail-Seq-Number			7	(identical to preceding 6-Rac)

---

## Description of the TXP Record Fields

1. **Amount Type** - This field will always contain the value “u.”
2. **FEIN** - This field contains the nine-digit Federal Employer Identification Number (FEIN). *Do not add hyphens or spaces between numbers.*
3. **Branch** - This field contains the six-digit Branch Identification Number.
4. **Unclaimed Property Remitter Type Code** - This field contains the code for the type of holder that is remitting unclaimed property. Use one of the following codes:

- 01 Banks
- 02 Savings and Loan Associations
- 03 Credit Unions
- 04 Brokerage Firms
- 05 Business Associations
- 06 State Agencies
- 07 Cities and Counties
- 08 Life Insurance
- 09 All Other Insurance
- 10 Transfer Agents

5. **Unclaimed Property Remittance Type Code** - This field contains the two-digit Remittance Type Code, which describes the type of remittance being made.

- 20 Unclaimed Property
- 21 Mutual Fund Sales
- 22 Stock Sales
- 23 Corporate Actions
- 24 Estimated Remittance
- 25 Cash Earnings On Securities
- 26 CCP Section 1532(e) Non-Compliance Amount
- 27 CCP Section 1576 Refusal Penalty
- 28 Unclaimed Property Audit
- 29 CCP Section 1577 Audit
- 30 CCP Section 1577 Assessment
- 31 Auction Proceeds
- 32 SCO Audit Agent

- 
6. **Remittance Amount** – This field contains the amount of the remittance for the Remittance Type Code. Do not add dollar signs or decimals.
  7. **Reference Number** - This field contains the five-digit Reference Number. If the remittance is for an unclaimed property report, this number must be entered on Form USF-1 or on other documentation submitted.

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# Appendix B

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## Glossary of Terms and Acronyms

**ACH (Automated Clearing House)** - Any entity that operates as a clearing house for electronic debit or credit entries pursuant to an agreement with an association that is a member of the National Automated Clearing House Association (NACHA).

**ACH Credit** - A method by which money is transferred electronically through the automated clearing house (ACH) network. An ACH Credit transaction is one in which the holder, through its financial institution, originates an entry crediting the State-designated bank account and debiting its own account for the amount of the remittance.

**ACH Debit** - Under the debit method, the taxpayer contacts the State's data collection service and originates an ACH transaction debiting the holder's designated bank account and crediting the State's bank account for the amount of the remittance.

**CCD (+Cash Concentration or Disbursement Plus Addenda)** - A standard NACHA data format used to make ACH Credit transactions. The CCD+ format combines the widely used CCD format with a single addendum record that can carry 80 characters of payment-related data, known as the TXP (see TXP, below).

**Data Collection Service** - The party responsible for the collection of holder/remitter's information for the purpose of initiating an ACH debit transaction; also known as third-party vendor. Holders may report information to the service by means of voice operator, or touch-tone telephone.

**EFT (Electronic Funds Transfer)** - A term that identifies the type of system used to transfer funds electronically. EFT refers to any transfer of funds, other than a transaction originated by check, draft, or similar paper instrument that is initiated through an electronic terminal, telephone instrument, computer, or magnetic tape so as to order, instruct, or authorize a financial institution to debit or credit an account.

**Fedwire** - A wire transfer system provided by the U.S. Federal Reserve, which is generally used to transfer large dollar amounts instantaneously. This method of remitting will incur additional cost to the holder that may be billed separately.

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**Federal Reserve System** - The central banking system of the United States, consisting of 12 regional reserve banks and those member depository institutions that are subject to reserve requirements.

**NACHA (National Automated Clearing House Association)** - The association that establishes the standards, rules and procedures that enable depository financial institutions to exchange ACH payments on a national basis.

**ODFI (Originating Depository Financial Institution)** - A financial institution that originates ACH entries at the request of, and by agreement with, its customers. ODFI must abide by the provision of the NACHA Operating Rules and Guidelines.

**Pre-notification Test** - A zero-dollar pre-notification test entry sent through the ACH network to verify banking information. If a pre-notification test is processed, it should be made at least 30 calendar days before an actual EFT remittance is initiated.

**Reference Number** - A number provided by the data collection service to the holder using the ACH Debit payment method. This number is given after the holder has provided information needed to initiate a payment. The reference number indicates the date and time the payment was reported and can be used to aid in the tracing of a payment. Reference numbers may also be used in Fedwire transactions.

**Settlement Date** - The date an exchange of funds, with respect to an entry, is reflected on the books of the Federal Reserve Bank(s) and participating financial institutions. In regard to the timeliness of a remittance, settlement in the State's bank account must occur on or before the first banking day following the due date.

**TXP (Tax Payment Banking Convention Record Format)** - Contains the data format, contents, and implementation suggestions for holders to pay state obligations through the automated clearing house under the ACH Credit method. This convention is to be used with the NACHA CCD+ format, and is used in the majority of other states using EFT for tax collections. The format is carried in the 80-character free form field of the addendum record. The TXP convention has been developed with input from corporate trade associations, state representatives, and federal government agency representatives. The proposed convention is a result of the joint efforts of the Federation of Tax Administrators (FTA), the Committee on State Taxation (COST), and the Bankers' EDI Council of NACHA.

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# Exhibits



**AUTHORIZATION AGREEMENT FOR  
ELECTRONIC FUNDS TRANSFER (EFT)**  
(See Instruction On Reverse Side)

**OFFICE OF THE STATE CONTROLLER**

FOR USE OF THE OFFICE OF THE STATE OF  
CALIFORNIA ONLY

BRANCH #

**SECTION I**

Please Check Appropriate Box(es):

- ☐ New EFT Account  
☐ Change EFT Remittance Method  
☐ Change Bank Account  
☐ Change in EFT Contact Person or Phone Number

**HOLDER INFORMATION**

EFT-FEDERAL EMPLOYER ID#:				-								
NAME:												
ADDRESS:												
UNCLAIMED PROPERTY HOLDER TYPE CODE:												
TELEPHONE:	(			)						-		

**REMITTER INFORMATION**

NAME:												
ADDRESS:												
TELEPHONE:	(			)						-		

**EFT CONTACT INFORMATION**

NAME:	TELEPHONE:	(			)					-		
	FAX:	(			)					-		

Complete Section II, III or IV Below:

**SECTION II** ☐ **ACH DEBIT**

This method allows you to transfer funds to the Office of the State Controller electronically by debiting an account you control in a financial institution for the amount that you report to the state's data collection service. You will have control through a personal security code of your choice. You will receive a reference number, for your records, that can track the transfer of money. THIS REFERENCE NUMBER MUST BE NOTED ON YOUR UNCLAIMED PROPERTY REPORT FORM UFS-1 IN THE UPPER LEFT-HAND CORNER, OR ON ANY OTHER DOCUMENTS SUBMITTED.

BANK NAME:	Method of Communication: (Check One)
BANK ACCOUNT NUMBER (NOT TO EXCEED 17 DIGITS):	
	<input type="checkbox"/> Telephone - Voice
TRANSIT AND ROUTING NUMBER:	<input type="checkbox"/> Telephone - Touch Tone
TYPE OF ACCOUNT:	
<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
SIGNATURE:	TITLE: DATE:

**IMPORTANT:**

If you have selected the ACH Debit option, you must attach a voided check.  
 Your voided check will be used only to verify bank account, transit and routing numbers.

**SECTION III** ☐ **ACH CREDIT**

This method allows you to transfer funds by instructing your ACH participating financial institution to debit your account and credit the Office of the State Controller's bank account. These remittances must be in NACHA CCD + format using the Tax Payment Convention (TXP) and may only be initiated for the EFT remittances to the Office of the State Controller.

*I have verified our companies Financial Institution can originate an ACH Credit transaction in the required record field.*

SIGNATURE:	TITLE:	DATE:

Return to: State Controller's Office, Unclaimed Property Division  
 P.O. Box 942850, Sacramento, CA 94250-5873, Attention: EFT Unit  
 For EFT assistance call (916) 464-6220: FAX (916) 464-6224

**SECTION IV**☐ **INTERNATIONAL FUNDS TRANSFER**

This method allows you to originate a transaction utilizing the international electronic payment system to transfer funds through federal reserve banks, whereby the holder debits their own bank account and credits the state's bank account.

SIGNATURE:

TITLE:

DATE:

**INSTRUCTIONS FOR COMPLETING THE EFT AUTHORIZATION AGREEMENT FORM****GENERAL**

Please type or print clearly. Fax to the Office of the State Controller at (916) 464-6224 or mail to the address shown on the front of this form. Retain a copy for your file before mailing.

**SECTION I**

COMPLETE ALL APPLICABLE FIELDS.

**SECTION II, III AND IV**

COMPLETE **ONE** OF THESE SECTIONS:

Complete Section II if you select ACH Debit, Section III if you select ACH Credit, and Section IV if you choose International Funds Transfer. After making your decision, please check the appropriate box and complete every block of information for the method selected.

If the ACH Debit method is chosen a voided check must be attached to the completed authorization agreement. Your voided check will be used to verify the bank account and transit routing numbers.

The example of a voided check, shown below, indicates where to locate the transit routing number for your bank and your bank account number. Remember to mark the word "void" across the face of the check that you return with the authorization agreement.

ABC BUSINESS	1044
1234 Boomtown	
Anytown, CA	20
Pay to the Order of	\$
	DOLLARS
Anywhere Bank	
U.S.A.	
Memo	Not Negotiable
(1) 1:133404567(2) 1:1234561304 111 (3) 1044	

(1) Routing Transit Number  
(Required 9 digits)

(2) Bank Account Number  
(Not to exceed 17 digits)

(3) Check Number

**FOR USE OF THE OFFICE OF THE STATE CONTROLLER ONLY**

Your enrollment in the State Controller's EFT program has been approved to commence on \_\_\_\_\_.  
(Date)

Your method of remittance is:

☐ ACH Debit      ☐ ACH Credit      ☐ International Funds Transfer

Unclaimed Property Division by:

Signature

Date

Telephone

# UNIVERSAL HOLDER FACE SHEET (must be completed and attached with all reports)

UFS-1 (Rev. 01/08)

Mail to Office of State Controller John Chiang Unclaimed Property Division, P.O. Box 942850, Sacramento, CA 94250-5873

## Notice Report

Or

## Remit Report

☐ Due Before 11/01/2007 or

☐ Due Between 06/01/2008 and 06/15/2008 or

☐ Life Insurance Due Before 05/01/2008

☐ Life Insurance Due Between 12/01/2008 and 12/15/2008

## Section A — Holder Information

FEIN	Branch Number	Report As Of Date	EFT Debit Ref Number (Remit Report Only)
------	---------------	-------------------	--

## Section B — Report Completion Contact

## Holder Name

Street Address				
P.O. Box Number	City	State	Zip Code	Country
Contact Name (For report completion)	Title	Phone No.	Extension	
E-mail Address (Optional)				

## Section C — Property Owner Contact

## Holder Name

Street Address				
P.O. Box Number	City	State	Zip Code	Country
Contact Name	Title	Phone No.	Extension	
E-mail Address (Optional)				

## Section D — Holder Agent Contact (If Applicable)

## Agent Name

Street Address				
P.O. Box Number	City	State	Zip Code	Country
Contact Name	Title	Phone No.	Extension	
E-mail Address (Optional)				

## Section E — Prior Holder Name

If you are the successor to a previous holder of property, or if you have changed your name, please list such prior name

Name
------

## Section F — Holder Report Totals

Total Reported/Remitted Dollars	Total Reported/Remitted Shares	Includes Safe Deposit Box <input type="checkbox"/> Yes <input type="checkbox"/> No
---------------------------------	--------------------------------	---

\*Any remittance of \$20,000 or more must be paid by Electronic Funds Transfer (EFT), pursuant to CCP Section 1532\*

## Section G — Holder Business Information

Organization Type	NAISC Code
Incorporation State	Charter Federal <input type="checkbox"/> or State <input type="checkbox"/>
Incorporation Date	Charter Date

## Section H — Demutualization Proceeds

☐ This report includes proceeds from the demutualization of an

insurance company for the category checked below. **Date of Demutualization**

- ☐ Distribution not sent, because holder did not have a valid address (CCP Section 1515.5(a)). Abandoned Immediately
- ☐ Distribution sent but returned by the post office as undeliverable (CCP Section 1515.5(b)). Abandoned after two years
- ☐ Distribution sent and not returned by the post office (CCP Section 1515.5(c)). Abandoned after three years

## Section I — Verification

If made by an individual, shall be verified by the individual; if made by a partnership, by a partner; if made by an unincorporated association or private corporation, by an officer; if made by a public corporation, by its chief fiscal officer or other employee authorized by the holder (CCP Section 1530(e)).

The undersigned, \_\_\_\_\_ declares, under penalty of perjury, that, to the best of (his) (her) knowledge and belief, the following sheets contain a full, true, and complete report of unclaimed property which is presumed unclaimed under the provisions of Part 3, Title 10, Chapter 7, Code of Civil Procedure, commencing with Section 1500, and Title 2, California Administrative Code, Sections 1150 et seq. **The Undersigned also confirms that all properties not listed on the Remit Report, which were initially included on the Notice Report, were due to contact by the apparent owner, or the property being reactivated or returned to the rightful owner. Properties not included on the Notice Report cannot be listed on the Remit Report and must be reported on a Supplemental Notice Report.**

Signature	Title	Date
-----------	-------	------

## REGISTRATION FOR REMITTANCE BY FEDWIRE

## OFFICE OF THE STATE CONTROLLER

(Type or Print in Ink)

FOR USE OF THE OFFICE OF THE STATE OF  
CALIFORNIA ONLY

BRANCH #

## SECTION I

## HOLDER INFORMATION

EFT-FEDERAL EMPLOYER ID#:			-							
NAME:										
ADDRESS:										
UNCLAIMED PROPERTY HOLDER TYPE CODE:				TELEPHONE:	(			)		

## REMITTER INFORMATION

NAME:										
ADDRESS:										
TELEPHONE: ( ) -										

## EFT CONTACT INFORMATION

NAME:										
TELEPHONE: ( ) -										
FAX: ( ) -										

## SECTION II

This method allows you (the holder) to originate your transaction by utilizing the national electronic payment system to transfer funds through federal reserve banks. The Unclaimed Property Division will provide you with the required banking information with your registration approval. The holder debits it's own bank account and credits the State Controller's bank account.

**YOU SHOULD REFERENCE THE DATE, DOLLAR AMOUNT AND IF AVAILABLE TRACKING NUMBER OF YOUR FEDWIRE TRANSACTION ON YOUR UNCLAIMED PROPERTY REPORT FORM UFS-1 IN THE UPPER LEFT HAND CORNER, OR ON ANY ANY OTHER DOCUMENTS SUBMITTED.**

SIGNATURE:	TITLE:	DATE:

Return To: State Controller's Office, Unclaimed Property Division  
P.O. BOX 942850, Sacramento, CA. 94250-5873, Attention: EFT Unit  
For EFT assistance call (916) 464-6220: FAX (916) 464-6224

## FOR USE OF THE OFFICE OF THE STATE CONTROLLER ONLY

## SECTION III

- ☐ Request Approved  
☐ Request Denied

Unclaimed Property Division by:

Signature

Date

Telephone

**HOLDER'S CLAIM FOR REIMBURSEMENT**

Exhibit 4

**MAIL TO: JOHN CHIANG  
CALIFORNIA STATE CONTROLLER  
UNCLAIMED PROPERTY DIVISION  
P.O. BOX 942850  
SACRAMENTO, CA 94250-5873**

**FOR SCO USE ONLY**

C/A# \_\_\_\_\_  
REMIT DATE: \_\_\_\_\_  
AMOUNT \$ \_\_\_\_\_  
RESEARCHER: \_\_\_\_\_  
DATE: \_\_\_\_\_

**Note: Requirements and Instructions on Page 2**

**REPORT DATE:** \_\_\_\_\_

(DATE SHOWN ON THE ATTACHED UFS-1 FORM)

**REPORTED TOTALS:** **Dollars:** \_\_\_\_\_ **Shares:** \_\_\_\_\_

**OWNER'S NAME:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP CODE:** \_\_\_\_\_

**OWNER ACCOUNT NUMBER/IDENTIFICATION (SSN):** \_\_\_\_\_

**OWNER PROPERTY REPORTED AMOUNT: Dollars:** \_\_\_\_\_ **Shares:** \_\_\_\_\_

**ACCOUNT TYPE:** (Circle one) Savings Checking Cashier's Check Money Order Other \_\_\_\_\_

If Negotiable Instrument, Enter Check Number: \_\_\_\_\_

**REIMBURSEMENT CLAIMED \$** \_\_\_\_\_ **Securities (# of shares)** \_\_\_\_\_

**HOLDER'S USE ONLY**

Warrants are paid to the holder shown below:

Holder's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Holder's Federal Identification Number (FEIN): \_\_\_\_\_

Authorized Agent (If Applicable):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Reason for claimed reimbursement: \_\_\_\_\_

**NOTE: A SEPARATE FORM IS REQUIRED FOR EACH ACCOUNT FOR WHICH REIMBURSEMENT IS CLAIMED**

**AFFIRMATION AND SIGNATURE**

I hereby affirm, under penalty of perjury, that I am an authorized agent of the holder named in this Holder's Claim for Reimbursement and duly authorized to make said claim upon the State Controller's Office, as evidenced by the Letter of Authorization accompanying this claim. The above-named holder hereby agrees to indemnify and hold harmless the State, its officers and employees from any loss as a result of payment of the amount claimed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**YOUR SIGNATURE(S) MUST BE NOTARIZED IF THE CLAIM AMOUNT IS \$1,000 OR GREATER**  
**ALL CLAIMS FOR SECURITIES OR SAFE DEPOSIT BOXES MUST BE NOTARIZED**

State of California, County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

SIGNATURE: \_\_\_\_\_ (seal)

## REQUIREMENTS FOR HOLDER'S CLAIM FOR REIMBURSEMENT

- I. When completing the claim form, please type or print legibly in ink. Claims that are illegible will be returned.
- II. Claims for reimbursement must be made using the Holder's Claim for Reimbursement, Form HCR-1 (Revision 09/08). The form can be downloaded from the California State Controller's website at [www.sco.ca.gov](http://www.sco.ca.gov). Modifications of the Holder's Claim for Reimbursement Form will not be accepted.
- III. Reimbursements will be made to the holder only.
- IV. A copy of the Holder Face Sheet, Form UFS-1, filed with the holder's report in which the claimed property is reported should accompany all reimbursement claims. A copy of the report showing the owner's account will also facilitate reimbursement.
- V. A Letter of Authorization must accompany ALL claims for reimbursement. The letter must be on the claiming holder's letterhead and must contain the name of each individual authorized to claim property from the Controller's Office on behalf of the holder. On request, the Letter of Authorization will be maintained on file.
- VI. Proof of payment to the owner and proof of ownership is required on all holder's claims for reimbursement. Proof of payment may include: a copy of the payment made to the owner or heir; documentation showing that the owner's account has been re-established (holders may provide a system-generated document showing reactivation of an account); a copy of the stock certificates or book entry (in cases involving stocks or mutual funds); or documentation showing payment via electronic funds transfer. When reimbursement is sought for payment of a negotiable instrument (including check, money order, cashier's check, or traveler's check), the holder must include proof that the instrument was duly presented to the holder and payment was made to the person who appeared to be entitled to payment.
- VII. Proof of ownership may include: copies of identification of the owner or heir; a copy of the owner's Social Security card; or documentation showing association with the institution.

## INSTRUCTIONS FOR COMPLETING FORM HCR-1

**Report Date:** Enter the date from the UFS-1 Form filed with the Unclaimed Property report.

**Reported Totals:** Enter the total dollars and/or shares remitted on the report.

**Name & Address:** Enter the owner's name and address as shown on the Unclaimed Property Report.

**Owner Acct Number:** Enter the owner's Social Security number (SSN) or the holder's account number if the SSN was not reported.

**Owner Property:** Enter total dollars and/or shares reported for the owner for whom reimbursement is requested.

**Reported Amount:**

**Account Type:** Enter the type of account held by owner (savings, checking, cashier's check, money order, or other, i.e. securities).

**Negotiable:** Enter the check number for the cashier's check, money order, or traveler's check.

**Instrument Number:**

**Reimbursement:** Enter the amount claimed for reimbursement. This amount must match the amount of property reported to the Controller.

**Claimed:**

**Securities:** FOR SECURITIES ONLY. Enter the number of shares requested for customer reimbursement. The number of shares must match the number of shares reported.

**Holder's Name:** Enter the name, street address, city, state, and zip code of the holder exactly as shown on the Form UFS-1 submitted with the claim.

**Address:**

**Holder's FEIN:** Enter the holder's federal identification number.

**Authorized Agent: Note: An authorized agent has the authority to claim reimbursements for the holder.**

**Name:** Enter the name of the authorized agent signing the claim.

**Title:** Enter the title of the authorized agent signing the claim (i.e., Bank Official, CEO).

**Phone Number:** Enter the telephone number and extension, if any, of the authorized agent.

**E-mail Address:** Enter the e-mail address, if any, of the authorized agent.

**Reason:** Enter an explanation for the claimed reimbursement (i.e., erroneous escheatment or overpayment).

**Affirmation:** The authorized agent named in the claim must sign and date the affirmation.

**Signature:** Unsigned claims will be returned.

**Notarization:** All reimbursement claims involving securities or safe deposit boxes, regardless of amount, require notarization. Non-securities claims must be notarized if the amount claimed is \$1,000 or greater.

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**State Controller's Office  
Unclaimed Property Division  
P.O. Box 942850  
Sacramento, California 94250-5873  
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**<http://www.sco.ca.gov>**